**GUIDELINE[[1]](#footnote-1) FOR CIVIL SOCIETY ORGANIZATIONS IN CONNECTION WITH THE OPEN CALL FOR PROJECT-PROPOSALS WITHIN THE FRAMEWORK OF THE PROJECT "RISE HER (Revitalize Independence and Solid Empowerment for Her)** “**FINANCED FROM EUROPEAN UNION FUNDS”**

Estimated budget: 100,000 euro

Deadline for submission of applications:

04/28/2025 at 17:00

This is an open call for all civil society organizations (CSOs) operating in Elbasan District. Applicants will complete the application according to the information and documentation set forth in this Guideline. This Guideline is based on the general rules of the European Union (EU) for the distribution of grants to civil society; Special Conditions of the Grant Contract between the European Commission and World Vision Albania (WVA); WVA minimum standards for Subgrating and the Albanian legislation according to the provisions set forth in it.

CSOs will apply to this call through Annex A Project Proposal according to the provisions of point 2 and following of this Guideline. After the submission of the applications, a check of the suitability of the submitted documentation and the project proposal presented by the applicants will be carried out.

To help applicants familiarize themselves with the call and its documentation, an Information Session will be organized on 04/15/2025, at 10:00, online, at the following link <https://worldvision.zoom.us/j/98991349179v>.

If you are interested in this information session, please send an email by 04/14/2025, to the email address <https://worldvision.zoom.us/j/98991349179v>, reflecting in it: the data of the CSO and the email address of the people who will participate, as well as the number of participants in the information session. Also, we clarify that any expenses incurred by applicants for participating in the information session are not refundable.

For any further information, please contact worldvisionalbania@wvi.org.

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1. **INTRODUCTION**

**1.1. Background**

World Vision International is a Christian, community-based, child-centered organization working in 100 countries around the world, serving and partnering with all people, regardless of religion, race, ethnicity, capacity, background or gender. World Vision started its operations in Albania in 1999. The overall strategic goal of World Vision Albania is to partner with local communities and partners to contribute to the well-being of children. In Albania, World Vision works with children, their families and communities in 21 municipalities.

In its portfolio of programs, including youth, education, child protection and economic development, an essential part of the interventions is the financing of grants and the coordination of the response to the needs and constraints, which prevent the Albanian society from growing and developing an environment suitable for people to flourish and live according to the Global Sustainable Development Goals, EU Strategies, Central Government Agendas, Local Self-Government Social Plans, etc.

The RISE HER (Revitalize Independence and Solid Empowerment for Her) project has its main goal: strengthening the capacities of CSOs to join efforts to address gender inequalities, especially gender-based violence, and create sustainable solutions with a lasting impact on the lives of vulnerable communities. A goal, which will be achieved through the implementation of a series of activities including educational materials and training for young people, men and boys, professionals, direct support for current victims of violence, economic empowerment of women, etc. A crucial aspect for achieving the project goal will be strengthening the capacities of CSOs in the district of Elbasan to effectively engage, provide services, raise awareness, protect and monitor in the areas of gender equality and gender-based violence with the main aim of having local CSOs, successfully implementing projects (through the third-party sub-grant scheme), providing support services to integrated, accessible and equitable social care with a particular focus on reducing gender inequalities and combating gender-based violence.

The RISE HER is a project financed by the European Union. World Vison Albania is the Coordinator of this project, which is being implemented together with the Woman Forum Elbasan in the role of the co-applicant. The project, among other things, includes a significant sub-granting (SG) scheme for CSOs, as an important mechanism for achieving its objectives. WVA in regard to the SG scheme undertakes a series of preliminary actions prior to the launch of the CfP. In the framework of the EU financed grant contracts for External Actions, in the context of this project, WVA is the Coordinator that has signed the contract with the European Commission for implementing the project that includes WVA drafts and submits to the European Union Delegation (hereinafter EUD) the whole Package of the SG scheme: the sub-grant scheme. Financial responsibility is vested with the 'Coordinator' who is responsible for ensuring high qualitative standards on program results, expenditures and reporting.

In the context of a sub-granting scheme WVA is the Contracting Authority. WVA is responsible for launching the Call for Project Proposal (CfP); for organizing info sessions after the launch of CfP; receiving the proposals; establishing the evaluation committee; preparing the SG contracts; managing complaints. The representative of the EU delegation will be invited to be part, as observers, of the whole process and will be informed of every step in regard to the SG scheme.

Within the framework of the above, this Guideline has been drafted to provide clear and concise advice to all CSOs interested in the process of submitting project proposals within the call being organized by WVA.

**1.2. General purpose of the open call for project proposals**

Through this open call, it is aimed to strengthen the capacities of CSOs in the district of Elbasan to effectively engage, provide services, raise awareness, protect and monitor in the areas of gender equality and gender-based violence with the main aim of having local CSOs, that successfully implement projects (through the scheme of sub-grants from third parties), that provide integrated care support services social, accessible and equal with a special focus on reducing gender inequalities and combating gender-based violence.

In this context, all interested CSOs are invited to submit project proposals, which must address the strategic priorities of this call, as follows:

**Priority 1. Gender equality and gender-based violence**

1. Providing social care services with a focus on reducing gender inequalities and combating gender-based violence.
2. Organization of information activities, including training, within the framework of raising awareness on gender equality and gender-based violence.

Funds will be distributed to CSOs, whose projects contribute to one of the above priorities that meet the quality criteria and other conditions of this call, as defined in this Guideline.

**1.3. Funds that are available for project proposals**

The total amount of funding made available under this call for project proposals is 100,000 Euro. WVA reserves the right not to distribute all available funds, if the conditions and criteria established in this Guideline are not met.

The value of the funds that will be distributed as part of this call must be between the minimum and maximum amounts, as follows:

* minimum amount: 8,000 Euro
* maximum amount: 20,000 Euro

CSOs can submit only one project proposal based on one of the priorities and the total amount does not exceed 20,000 Euro. The exact amount of financial support for each beneficiary applicant will be determined based on the best value for money with cost-effective results in accordance with the type of activities and the number of beneficiaries. In total, up to five (5) sub-grants will be awarded for this project. There may be more than five winning applicants unless the entire value of funds made available for this call is spent.

1. **RULES FOR THE OPEN CALL FOR PROJECT PROPOSALS**

This Guideline defines the rules for the submission, selection and implementation of the actions financed by this open call, in accordance with this Guideline, which is applicable only to this call. The project cycle of the sub-granting scheme is shown below. The Project cycle foresees a continuous operation, which is executed through four related steps that make a continuous circle, as presented in the picture below. This cycle is performed during one budget year.

**The four steps that comprise the methodology incorporate 8 methodological units, as follows:**

**Step 1 Preparation and announcement of the call for civil society organizations**

Development and preparation of the call

Preparation of documents for submission of project proposals

**Step 2 Evaluation of project proposals**

Establishing the Evaluation Commission for project proposals

Evaluation of (submitted) project proposals

**Step 3 Allocation of funds and project implementation**

Reporting on project implementation

Promotion of projects, project results and financers

**Step 4 Projects monitoring and analysis of the call**

Monitoring of projects implementation

Analysis of the call

**2.1 Participation criteria**

The participation criteria are divided into three groups, related to:

1. applicants (2.1.1.):

'The main applicant ', that is, the entity that submits the application form:

• if any, his co-applicant (unless otherwise specified, the principal applicant and his co-applicant shall hereafter be collectively referred to as the “applicant”; b) permissible actions (2.1.2.): actions for which a grant can be awarded.

c) costs (2.1.3.): Types of costs that can be considered in determining the amount of the grant.

**2.1.1** **Eligibility of applicants**

Participation in this call for all CSOs (associations, centers or foundations) that operate in the District of Elbasan and that are officially registered and operate in accordance with the legal provisions in force in the Republic of Albania. Pursuant to the Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, which specifies in Article 8, Paragraph 7:

“*Eligibility as set out in this Title, may be restricted with regard to the nationality, geographical location or nature of applicants, where such restrictions are required on account of the specific nature and the objectives of the action and where they are necessary for its effective implementation. Such restrictions may apply in particular to participation in award procedures in the case of cross-border cooperation actions*.”

Pursuant to the above Article the applicants should keep in mind:

* The geographical areas which will are defined in the GfSGA and
* The sector defined in the GfSGA.

The applicant CSOs must have the capacity to be directly responsible for the preparation and management of the action with the co-applicant, not acting as an intermediary. Potential applicants cannot participate in this call or will not receive grants if they do not submit with the project proposal a signed declaration of fulfillment of the criteria (Annex G). CSOs will be excluded from participating in this call or from the allocation of grants if, at the time of submission of project proposals:

* are branches/offices of international organizations and foundations, and other international non-profit organizations registered to work in Albania.
* are subject to any conflict of interest, as provided for in the provisions of the legislation in force.
* are guilty of providing false information to an authorized contracting party, which is required as a prerequisite for participation in the call for submission of draft proposals or if they do not submit the required information.
* have tried to secure confidential information, exert influence on the Evaluation Committee or on an authorized contractual party during the process of evaluation of the project proposal.
* have not submitted all the necessary documents according to point 3.4 of this Guideline.
* the value of the proposed budget is lower than the minimum amount or higher than the maximum amount.
* the proposed duration of the project is not shorter than 8 months and not longer than 12 months.

Potential applicants cannot participate in the call for proposals or receive grants if they are in conflict of interest according to the legislation in force in Albania and are in conflict of interest according to the definitions of point 2.2 of this Guideline. Applicants are notified if they are in one of the situations of early disclosure or exclusion as a result of the existence of a conflict of interest. In this regard, applicants and co-applicants are obliged to declare that they are not in one of the situations of exclusion through the declaration for avoiding conflict of interest (Annex 10).

Interested CSOs that work in the field of gender equality and provide services to survivors of gender-based violence and/or individuals at risk, and will target Elbasan District as their implementation area, can apply individually or in partnership with other CSOs.

CSOs can apply alone or in cooperation with another CSO, creating a consortium. In applications with two CSOs, one of the CSOs is the lead and the other CSO is the co-applicant. The CSO is allowed to apply only in one application as a leader and only in another application as a co-applicant.

**Co-applicant civil society organizations**

CSOs co-applying the project can be other civil society organizations that operate in the field of gender equality and gender-based violence or the protection of fundamental human rights and freedoms and that operate in Elbasan District. Partners of the lead CSO participate in project planning and implementation, and expenditures are subject to the same rules as those made by the lead CSO itself. In this way, the co-applicant CSO must fulfill the same legitimate conditions as the leading CSO. If they apply in partnership, the applicant organization will be the lead organization, and in case of selection, this organization will be the contracting party (beneficiary) and will take all legal and financial responsibilities for the implementation of the project. The Declaration of Partnership (Annex 9) must be completed correctly and must be submitted together with the other application documents.

**2.1.2 Eligible actions: actions for which an application can be made**

An action consists of a group of activities. Actions must address the goals and priorities described in section 1.2 of the Guideline.

Acceptable types of activities (non-exhaustive) for financial support will be:

* Activities that contribute to the political and economic empowerment of women.
* Activities that contribute to the protection of victims of gender-based violence and trafficking.
* Activities that contribute to the prevention and fighting gender-based violence, including physical violence, verbal violence (including hate speech), psychological violence, sexual violence and socio-economic violence.
* Provision of psychosocial assistance, medical, legal and any other support services, including local and central shelters and helplines.

The following activities are not recommended for grant allocation:

* Regular daily work activities of the applicant organization or partner organization.
* Individual sponsorships for participation in seminars, conferences, congresses.
* Individual scholarships for studies or training courses.
* Occasional conferences (unless they are necessary for the successful implementation of the project).
* Financing of projects that are currently in process or have been completed.
* Projects for the exclusive benefit of individuals.
* Projects that support political parties.
* Allocation of grants to third parties.
* Purchase of equipment and rehabilitation works/interventions in the infrastructure except when they are absolutely necessary and within the limits expressed in point 2.1.3. of the Guideline.

The aforementioned activities are NOT a reason for the automatic rejection of the project proposal; however, they will negatively affect the evaluation of the project proposal. Also, if the project proposal is approved for funding, such activities and the funds provided for them will be eliminated.

**Visibility**

Applicants must take all necessary steps to publicize the fact that the EU, WVA and the Woman Forum Elbasan have financed or co-financed the project. In all publications on social networks, the following disclaimer must be placed, tagging the EU as the financier of the project, as well as the WVA as the project implementer.

**Disclaimer:** *This intervention is being carried out by (name of the organization) within the project "Empowering girls and women for an independent life", financed by the @European Union and implemented by @World Vision Albania and the Woman Forum Elbasan*.

All measures and activities related to visibility and, if applicable, communication must comply with the latest Communication and Visibility Requirements for EU-funded external actions, defined and published by the European Commission, Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu).

**2.1.3** **Eligibility of costs: costs that can be included**

Financial support will cover 100% of the eligible costs and no co-financing from third parties will be required. Grants allocated in this open call can cover administrative costs and personnel costs up to 30% of the requested amount. Whereas the rest of 70% of the funds should be provided for program activities of the project and also no more than 15% of the total value can be provided for the purchase of equipment (laptop, video projector, etc.) and/or for reconstructions/infrastructure, only in cases where they are necessary for the realization of the purpose of the project proposal. For each project proposal, 2% of the total proposed value should be earmarked for activities related to visibility.

The SG may not produce a profit for the Beneficiary, unless specified otherwise in the Sub-Grant Contract. Profit is defined as a surplus of the receipts over the eligible costs approved by the WVA when the request for payment of the balance is made.

The following costs shall not be considered eligible:

1. depts and dept service changes;
2. provision of losses, depts and potential future liabilities;
3. costs declared by the beneficiary and finances by another action or work programme;
4. purchase of land or buildings;
5. credits to third parties;
6. in kind contribution;
7. salary costs of the personnel of national administrations;
8. bonuses included in costs of staff.
	1. **Code of conduct and ethics**

Lack of conflict of interest

The applicant must not be affected by any conflict of interest and must not have an equivalent relationship in this respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, to enter into illegal agreements with competitors or to influence the Evaluation Commission or the donor during the process of review, clarification, evaluation and comparison of applications will lead to the rejection of his application and may result in penalties according to the legislation in force. Any conflict of interest which may arise must be notified in writing to the WVA without delay. In the event of such conflict, the Beneficiary shall immediately take all necessary steps to resolve it. The WVA reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken if necessary.

WVA reserves the right to suspend or cancel the procedure, when the contract award procedure turns out to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breaches of obligations, irregularities or fraud are discovered after the conclusion of the contract, WVA may request the termination of the contract and follow the procedures according to the legislation in force.

Respect for human rights, as well as environmental legislation and basic labor standards.

The applicant and his staff must respect human rights. In particular and in accordance with the act in force, applicants who are declared winners must act in accordance with environmental legislation, including multilateral environmental agreements, and with legislation in force in the field of employment and respect for basic labor standards.

* 1. **The duration**

The duration of the project proposal can be from 8 to 12 months. Project proposals that do not respect the duration criteria will be excluded from the evaluation process.

* 1. **Implementation place**

The projects must be implemented exclusively in the territory of the District of Elbasan.

1. **HOW TO APPLY**

Applications must be submitted in accordance with the instructions on the application form for the project proposal, which is attached to the Guideline (Annex A Project Proposal). Then, the main applicants should strictly adhere to the format of the form and fill the paragraphs and pages in order. Applicants must apply in the English language.

* 1. **When and where to submit the application package**

Documentation for the open call will be accessible at WVA website, from 03/29/2025 to 04/28/2025. Completed applications with all documentation must be submitted to the address worldvisionalbania@wvi.org, by date 04/28/2025, time 17:00. After emailing the project proposal and accompanying documentation, applicants will be notified by WVA by email about receiving the application.

Applications sent by other means (e.g. by fax or mail) or sent to other addresses will not be considered. Applicants must verify that they will submit all the documentation defined in point 3.4 of this Guideline. Any incomplete application will not be included in the evaluation process.

* 1. **Application submission deadline**

The deadline for submitting project proposals is on 04/28/2025, time 17:00. The main applicant is strongly advised not to wait until the last day to submit their application, as heavy Internet traffic or a fault with the Internet connection (including power failure, etc.) may lead to difficulties in submission. WVA is not responsible for any delay due to the aforementioned difficulties. Any application submitted after the deadline will be rejected.

* 1. **Other information about the call**

In order to support CSOs submitting applications in accordance with the criteria of the Guideline, WVA will organize an information session. All CSOs interested in applying for this call are invited to participate in this informative session.

The purpose of the informative session is to inform CSOs about the main elements of the open call, focusing on the most important elements for CSOs. The informative session will be organized on the date 04/15/2025, time 10:00, at the link <https://worldvision.zoom.us/j/98991349179v>.

All those interested in participating in the informative session, which is organized for representatives of all CSOs interested in applying within this call, should start an email request for participation at: worldvisionalbania@wvi.org.

In case additional information and clarifications are required, interested CSOs can send requests and questions with reference to the Call for Project Proposals to the address: worldvisionalbania@wvi.org. Questions can be sent until 04/18/2025, while answers will be given within 5 working days from the date of receipt of the relevant questions. For the purpose of respecting the principles of transparency and equality, there will be no individual answers, but the questions and answers will be published on the official website of the WVA.

* 1. **Documentation to be completed**

All applicants must complete the following documentation:

* Project proposal (in Word format - Annex A).
* Budget (Excel format - Annex B).
* Logical framework matrix (Word format – Annex C).
* Activities and visibility plan (Excel format – Annex D).
* The decision to register the CSO in the Court and its changes, if any, (an extract from the Court showing all registered changes is recommended).
* Copy of the CSO statute.
* Administrative identification form (Word format – Annex E).
* Financial identification form (Word format – Annex F).
* Declaration of fulfillment of the criteria completed and signed (Word format – Annex G).
* Copy of the CSO's financial statements (a. balance sheet; b. PASH; c. cash flow; c. explanatory notes) for the previous year signed by an approved accountant or CSO financier according to the criteria in force (with the seal of the regional tax directorate where the submission was made), unless the organization was established during this year.
* A descriptive report of CSO projects and activities implemented in Elbasan District, unless the organization was established during this year.
* Declaration of partnership in case the applying CSO has partners (Annex 9).
* Declaration to avoid the conflict of interest (Annex 10), signed by the legal representative, the board members, as well as the persons expected to be involved in the implementation of the project.

***Applicants must take measures to complete all the documentation in the application, the absence of one of the aforementioned documents excludes the CSO from the evaluation process.***

1. **EVALUATION AND SELECTION OF PROJECT-PROPOSALS**
	1. **Evaluation**

Applications will be reviewed and evaluated by the Evaluation Committee, which consists of representatives of WVA and Woman Forum Elbasan. The Evaluation Committee will be responsible for the evaluation of project proposals and applicants, who will collect the necessary points for the benefit of financial support. The Evaluation Committee, in addition to the criteria defined in this Guideline, will take into consideration aspects such as: i) the importance of the project; ii) feasibility of the action; iii) the implementation approach; iv) consistency of action; v) budget and cost effectiveness.

The process will ensure transparency and effectiveness.

Applications will be evaluated based on: (i) Administrative criteria:

* The application was submitted within the deadline, specified in section 3.1 of this Guideline.
* The application is complete according to the requirements of section 3.4 of this Guideline.
* Confirmation that the applicant and co-applicant CSOs (if any), and activities meet the conditions specified in sections 1, 2 and 3 (defined above).

 *(ii) Content criteria/project quality assessment and financial assessment:*

The evaluation of the quality of the project, including the proposed budget, will be done in accordance with the criteria specified in the Evaluation Table that is an integral part of this document.

* + 1. **Project proposal evaluation system**

The evaluation criteria are divided into sections and sub-sections: Each sub-section must be evaluated with the assigned points from 1 to 5, in this way: 1= very bad; 2= ​​bad; 3= acceptable; 4= good; 5= very good. Each member of the Evaluation Committee completes an individual evaluation table, and all members sign the summary evaluation table for each project proposal. The ranking of the project proposals is done in such a way, where the project proposal ranked as the first is the one that has won the highest number of points until the project proposal with the lowest number of points.

* The maximum evaluation points for a project proposal are 100.
* Project proposals will be considered for granting the grant, only if they are evaluated with more than 75 points.

The projects that have earned the highest number of points will have priority during the awarding of grants.

*Note for Section 1/Evaluation Table:* Financial and operational capacity of the applicant organization

To pass further evaluation, the project proposal must be evaluated with 10 or more points, in section 1. This means that the CSOs have available a sufficient budget to finance regular activities throughout the project implementation period, as well as having professional skills and qualifications that are necessary for the successful implementation of the project. The same applies to both the applicant CSO and the partners.

The project is excluded from the further evaluation process in case the total number of points in Section 1 is lower than 10 points.

*Note for Section 2/Rating Table: Relevance*

To pass further evaluation, the project must be evaluated with 18 or more points, in section 2. This means that the project must be relevant to the purpose of the call and its priority, the quality of the project, the expected results and the sustainability of the project are significant, and the funds requested are in line with the activities envisaged.

The project is excluded from further consideration in case the total number of points in Section 2 is lower than 18 points, because the points show that although the applicant has the financial and operational capacities, the project concept is not relevant or in line with the priorities defined in the call/the project does not address the needs of the community.

**Scoreboard**

|  |  |  |
| --- | --- | --- |
| **Section** | **Maximum points** | **Average points** |
| 1. Financial and operational capacities | 15 |  |
| 1.1 Do the applicant and partners have sufficient project management experience?Organizations that have at least 3 implemented or ongoing projects in receive maximum evaluation | 5 |  |
| 1.2 Do the applicant and partners have sufficient professional capacity? (specific knowledge in the relevant field)Organizations that have implemented at least 2 projects in the field for which they apply receive maximum evaluation. | 5 |  |
| 1.3. Do the applicant and partners have sufficient management capacity (including personnel, equipment and capacity for financial management)?Organizations that have implemented at least 3 projects with amounts over 10,000 Euros receive maximum evaluation. | 5 |  |
| 2. **Relevanca** | 25 |  |
| 2.1. How relevant is the project compared to the aim and priorities defined in the call? | 5 |  |
| 2.2 Are stakeholders clearly defined and strategically selected (collaborators, final beneficiaries, target groups)? | 5 |  |
| 2.3 Are the needs of the target group and final beneficiaries clearly defined and does the project address them appropriately? | 5 |  |
| 2.4 Does the project include added value, such as innovative approaches and models of good practice?*Maximum evaluation is given to applications that bring innovation to the implementation of projects.* | 5 |  |
| 2.5 Does the project advocate for a rights-based approach and does it have a positive impact on marginalized groups? (Promotion of gender equality and women's empowerment, environmental protection, international cooperation, youth, etc.) *Applications, which affect at least 2 marginalized groups, receive maximum evaluation* | 5 |  |
| 3. **Methodology** | 20 |  |
| 3.1 Do the plan of activities and the proposed activities fit logically and practically with the goals and expected results? | 5 |  |
| 3.2 How consistent is the overall design of the project? (in particular, does it reflect the analysis of identified problems, possible external factors)*Applications, in which external factors are taken into consideration (according to the log frame) and measures for their elimination are presented, receive maximum evaluation*. | 5 |  |
| 3.3 Is the level of involvement of partners in the implementation of the project satisfactory? *Note: if there is no partner the points earned will be 1. This does not include associates.* | 5 |  |
| 3.4 Are objectively measurable indicators included in the project?*Applications, which have clear and measurable indicators in the log frame, receive maximum evaluation.* | 5 |  |
| **4. Sustainability**  | 25 |  |
| 4.1 Will the proposed activities have a concrete impact on the target groups?*Applications that connect the proposed activities with the target groups receive maximum evaluation*. | 5 |  |
| 4.2 Will the project have multiple impacts? (including the possibility of implementation in other target groups or in other countries and/or the extent of the impact of the activities as well as the exchange of information on the experience gained during the implementation of the project) | 5 |  |
| 4.3 Are the expected results of the suggested activities institutionally sustainable? (Will the structures that enabled the project activities exist after the project is completed? | 5 |  |
| 4.4 Are the expected results consistent? (where applicable, mention the structural impact of the implemented activities – improvements in the legal framework, methods, code of conduct, etc.) | 5 |  |
| 4.5 Are the expected long-term results/achievements likely to affect local economic conditions and/or quality of life in the target area? |  |  |
| 5. **Budget and cost efficiency** | 15 |  |
| 5.1 Is the ratio between the anticipated expenses and the expected results satisfactory?*Maximum evaluation is given to the applications that have respected the distribution of the % of activities according to the Guideline*. | 5 |  |
| 5.2 Is the suggested cost necessary to implement the project? | 5 |  |
| 5.3 Budget* Is the budget clear and does it include the descriptive part? (including explanations for technical equipment)
* Is the principle fulfilled that the administrative and personnel cost cannot exceed 30 percent of the total budget?
* Is the budget gender sensitive?
* Are CVs and job descriptions included, where appropriate?
 | 5 |  |
| **Maximum total points** | 100 |  |

At the end of the evaluation process, the Evaluation Commission will draw up a table listing the evaluated applications according to their points. Applications with more than 75 points and the highest scores will be provisionally selected until the available budget for this call for project proposals is reached.

* + 1. **Notice about the decision**

In any case, whether the applicants' project proposals are approved for funding or not, everyone is notified by email of the decision on their project proposal within 30 working days from the closing of the application deadline to the open call for project proposals. Results are announced on the WVA website/social media. The decision to announce the results contains the reasons why the project proposal was not declared the winner. Applicants who are the result of the evaluation process will be notified by email by WVA and will be clarified that they will be the final winner until the end of the appeal procedures (if any).

The decision to reject the project proposal or not to provide funds is taken if:

* The CSO, or/and one or more of its partners, does not apply the other conditions.
* Project activities are unacceptable (e.g. the proposed activities exceed the scope of the call for project proposals, the estimated duration of the project exceeds the maximum time allowed, the requested amount of funds exceeds the maximum allowed amount, and/or the requested amount of funds is less than the minimum allowed, etc.).
* The project proposal was not relevant enough; the financial and operational capacities of the applicant organization are not sufficient, or the projects selected for financing were not superior in these areas.
* The quality of the project proposal was technically and financially lower compared to the projects selected for financing.
* An applicant who believes that he has been harmed by an error or irregularity during the selection process may file a complaint within 5 days of receiving the decision on the submitted application. Upon receipt of an appeal, WVA will notify the "successful applicants" of the initiation of the appeal’s review procedures.

WVA through the Evaluation Commission will review the complaint within 10 days and will notify the applicant of the relevant decision. Appeal processes and decisions related to them will be communicated to successful applicants after the evaluation process is complete. The list of final winning applicants will be published on the official WVA website.

* 1. **Contractual terms of winners**

Following the decision to announce the winner, the recipient(s) will be offered a contract based on the standard grant contract made available by WVA. By signing the project proposal form (Annex A of the Guideline), applicants agree, if awarded a grant, to accept the contractual terms of the standard grant contract. The contract will contain all the necessary information on the obligations of the applicants regarding the implementation of the project, reporting requirements, monitoring and controlling their implementation, visibility and other relevant issues.

Before signing the contract and if necessary, the CSO may be required to make certain modifications to the project proposal to harmonize it with the project implementation rules and procedures.

* 1. **Calendar for implementation of the sub-granting scheme**

|  |  |  |
| --- | --- | --- |
|  | **Date** | **time** |
| **1. Information session** | 04/15/2025 | 10:00-11:30 |
| **2. Deadline for receiving call information** | 04/23/2025 | 17:00 |
| **3. Deadline for providing answers to requests for information.** | 04/18/2025 | 17:00 |
| **4. Deadline for submission of applications** | 04/28/2025 | 17:00 |
| **5. The deadline for the selection of winners** | 05/28/2025 | 17:00 |
| **6. The deadline for announcing the winners** | 06/03/2025 | 17:00 |
| **7. The deadline for reviewing appeals** | 06/13/2025 | 17:00 |
| **8. Signing the Contract** | 06/25/2025 | 17:00 |

1. **THE LIST OF ANNEXES**

Annex A Draft Proposal

Annex B Budget

Annex C Logical Framework

Annex D Activity and visibility plan

Annex E Administrative identification form

Annex F Financial identification form

Annex G Declaration for meeting the criteria

Annex H Checklist

Annex 9 Declaration of partnership

Annex 10 Declaration for the avoidance of conflict of interest

1. Here and hereafter Guideline. [↑](#footnote-ref-1)